



## Privacy and Data Protection Statement

Thirsk Museum takes privacy seriously. This privacy policy sets out how we use and protect any information we obtain from you. A hard copy of our Privacy Policy is available from the museum. This policy is effective from 25 May 2018 and will be revised periodically, or if regulations change and will be reviewed at least every three years.

If you have any queries about the content of this policy, please email; [info@thirskmuseum.org](mailto:info@thirskmuseum.org).

### Who are we?

Thirsk Museum  
14/16 Kirkgate  
Thirsk  
North Yorkshire  
YO7 1PQ

We are a registered charity and our registered number is 505106.

In this policy, whenever you see the words 'We', 'Us' or 'Our', it refers to Thirsk Museum.

## **What information do we collect about you?**

We respect your privacy and take great care with the information we obtain.

We collect the personal data that you have consented to give us when you become a member, volunteer or become a trustee.

Should you make an enquiry or wish to give an object to the museum information about you will be collected, though it will not include any sensitive data.

The personal information we collect is;

- Your name, title and gender.
- Your postal address, email address, home phone number and mobile phone number.
- Sensitive information will only be held with your agreement, for example you may have a physical disability that restricts what you can comfortably do. (This will only apply to volunteer stewards).
- Information regarding how you prefer to be contacted by us.
- Information about whether you have 'Opted in', to receiving fundraising information.

## **How we use the information you submit;**

The data you have given us is used to fulfil your requests, answer your queries, contact you about an object or provide you with information such as, newsletters, fundraising, events, steward's rosters and general information.

It allows us to provide a personalised service to you when you contact us about a visit or a group visit.

You can decide at any time to 'Opt out' of any one of the channels of communication by contacting the management committee at the museum by email or phone.

We will keep your information only for as long as we need it to provide you with services or information you may have requested, or to administer you as a volunteer or member.

When the information is no longer required we will always dispose of it securely.

## **Who we might share your information with;**

We do not disclose personal data to any third parties or external organisations.

We do not share information with anyone, unless:

- You have agreed or asked us to.
- We have to do so by law.
- A government or law enforcement agency asks for it.
- A court orders us to share it.

## **Secure electronic storage;**

Files within our electronic storage facility can only be accessed by those persons who have a need to do so. In the museum's case this is restricted to the Management Committee Chairman and Vice Chairman. The facility is secured by password, and the computer is secured by a password.

## **Hard copy storage;**

Hard copies of any personal data are held in a secure metal filing cabinet. There are two keys which are held by the Management Committee Chairman and the Vice Chairman.

## **Recording phone calls;**

We do not as a rule record phone calls. However when the office is unmanned an answer phone is in operation. Calls are deleted once they have been dealt with.

## **Wealth Screening**

We do not participate in wealth screening.

## **Security;**

We are committed to ensuring your data is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

All information you provide to us is stored securely and managed in accordance with the General Data Protection Regulations (GDPR).

- Personal data will be processed fairly and lawfully.
- Data will be obtained for a specific purpose and will not be used for any other purpose.
- Personal data collected will be adequate, relevant and not excessive in relation to the purpose.
- Personal data will be accurate and up to date.
- Personal data will not be kept longer than is necessary for its intended purpose.
- Personal data will be processed in accordance with the rights of the individual.

## **Your rights;**

The GDPR gives you certain rights over your data and how we use it, these include:

- The right in certain circumstances to have inaccurate data rectified, blocked, erased or destroyed.
- The right to prevent your data being used for direct marketing.
- The right of access to a copy of all the information we hold about you, (known as a Subject Access Request). Requests should be made to the museum management committee.
- Once you stop volunteering, relinquish you membership or retire from one of the committees your data will be removed and destroyed.
- We will never deny you any of the rights above.

## **Thirsk Museum Website;**

This privacy policy applies to the Website of Thirsk Museum, <http://www.thirskmuseum.org> Operated by Thirsk Museum it openly demonstrates our commitment to the privacy of our users.

## **Information Collection and use;**

The web hosting company, Names.co.uk, provides statistics which show how many visits the site receives on a daily and monthly basis. It will also show which countries visitors come from, if known, which pages are most viewed and which types of browsers are being used. These statistics are all anonymous and no information is collected which could identify individual users.

## **Cookies**

We do not use cookies on the website. The web hosting company uses temporary cookies to help distribute web page requests among its servers. These cookies do not collect information about visitors and are automatically deleted at the end of the session.

## **Profiles;**

Our website does not create user profiles.

## **Website issues;**

Users may choose to use the Museum email address to advise us of problems. We will use our best endeavours to resolve problems.

## **Legal Disclaimer;**

Though we make every effort to maintain user privacy, we may need to disclose personal information when required by law where we have a reasonable belief that such action is necessary to comply with current judicial proceedings, or where a court order or legal process is served on our website.

## **Links and advertisements;**

Our website contains links to other websites. We do not partner with or have special relationships with any ad server companies. We are not responsible for the privacy practices or cookie policies or the content of any other websites. We encourage our users to be aware when they leave our website to read the privacy statements of websites that collect personally identifiable information.

## **Jurisdiction**

Our website is hosted by a UK-based company and UK Data Protection legislation applies.

## **Contact information;**

Using the following information, you can contact us if you have questions about our privacy policy.

The Chairman

Thirsk Museum

14/16 Kirkgate

Thirsk

North Yorkshire

YO7 1PQ

Email: [info@thirskmuseum.org](mailto:info@thirskmuseum.org)

## **Resolving privacy policy disputes;**

If you think we have not followed our privacy policy in some way, please contact us so that we can resolve the matter.

## **Changes to the privacy policy;**

We regularly review our privacy policy and may make changes time to time to reflect changes in regulations or in the way we conduct business.